



End-of-Year Report (EOY) Grading Rubric

For the: Chapter of the Year Award and Most Improved Chapter of the Year Award

New additions to the rubric:

In the case of a tie, we have introduced a new stipulation for sections marked with an asterisk. These sections will now include an 'or more' clause in the quantification of grading. This allows chapters to specify how many additional activities or achievements they have accomplished beyond the standard requirements. If a tie occurs for the Chapter of the Year or Most Improved Chapter of the Year awards, these additional details will be reviewed to potentially award bonus points and break any ties.

Score is out of 100 Points.

Attachments/Infrastructure	15%
Neighborhood Community Service	15%
Creating Members	25%
Promoting Independent Pharmacy	25%
Advocacy	20%

Attachments/Infrastructure

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
Governing Documents	Assign points for each document uploaded. (1 Point) Member Roster (1 Point) Officer Roster (submitted separately) (2 Points) Bylaws	4		Video for member roster HERE .
*Social Media	Eligible social media accounts include: Facebook, Instagram, X, TikTok, and LinkedIn. (0 Points) No active social media account (3 Points) One or more active social media accounts	3		Active social media classified as at least one post a month.
*Fundraisers	Assign points for the total net profit (total raised - cost) that the chapter raised through fundraisers. (2 Points) \$1-\$299 (4 Points) \$300-\$999 (6 Points) \$1000 or more	6		Total profit raised through one or multiple fundraisers must be \$1000 or more to earn the maximum of 6 points.
Chapter Related Activities	Assign one point for each activity completed. (1 Point) Fall Officer Training (1 Point) Spring Officer Training	2		Follow @ncpastudents for these meetings and check for upcoming student events HERE .

Category Total: 15

Neighborhood Community Service

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
*Community Service/ Philanthropy Events	Assign two points for each community service/philanthropy event conducted by the chapter. (0 Points) No community service events (2 Points) One community service event (4 Points) Two community service events (6 Points) Three community service events or more	6		If you need assistance, please ask your regional representative .
Other Group Engagement	Assign one point for each group the chapter engaged with. (1 Point) Other pharmacy school organizations (1 Point) Non-member pharmacy students (1 Point) Pre-professionals (1 Point) Non-pharmacy professionals (1 Point) Pharmacists/pharmacy owners (1 Point) Members of the community	6		If you need assistance, please ask your regional representative .
Events with Other Chapters	Assign three points for an event held with another NCPA student chapter. (0 Points) No co-chapter events (3 Points) One co-chapter event or more	3		These events can be virtual or in-person.

Category Total: 15

Creating Members

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
National Members	Assign points if all chapter members are NCPA national members. (0 Points) No (3 Points) Yes	3		The link for membership page HERE .
Fall General Body Meetings	Assign one point for each Fall General Body meeting held. (0 Points) No General Body Meetings (1 Point) One General Body Meeting (2 Points) Two General Body Meetings (3 Points) Three or more General Body Meetings Or (3 Points) If you performed your school max and left an explanation and provided proof with a document or screenshot of the limitation	3		If school is not on semesters, then count events from July-December. General operation guides HERE .
Spring General Body Meetings	Assign one point for each Spring General Body meeting held. (0 Points) No General Body Meetings (1 Point) One General Body Meeting (2 Points) Two General Body Meetings (3 Points) Three or more General Body Meetings Or (3 Points) If you performed your school max and left an explanation and provided proof with a document or screenshot of the limitation	3		If school is not on semesters, then count events from January-June. General operation guides HERE .

Creating Members (continued)

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
Fall Executive Board Meetings	Assign one point for each Fall Executive Board meeting held. (0 Points) No Executive Board Meetings (1 Point) One Executive Board Meeting (2 Points) Two Executive Board Meetings (3 Points) Three or more Executive Board Meetings Or (3 Points) If you performed your school max and left an explanation and provided proof with a document or screenshot of the limitation	3		If school is not on semesters, then count meetings from July-December. General operation guides HERE .
Spring Executive Board Meetings	Assign one point for each Spring Executive Board meeting held. (0 Points) No Executive Board Meetings (1 Point) One Executive Board Meeting (2 Points) Two Executive Board Meetings (3 Points) Three or more Executive Board Meetings Or (3 Points) If you performed your school max and left an explanation and provided proof with a document or screenshot of the limitation	3		If school is not on semesters, then count meetings from January-June. General operation guides HERE .
Interest Meeting	Did the chapter have an interest meeting? (0 Points) No (2 Point) Yes (1 point) If there is a gathering where the students get to meet current members in a fun social setting	3		Interest meetings are intended to engage non-members, showcase the benefits of involvement, and support their transition into active members.

Creating Members (continued)

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
Presentation or Fair	Did the chapter participate in an organization presentation/fair? (0 Points) No (1 Point) Yes	1		Examples: club fair, orientation fair, orientation presentation, presentation at interest meeting.
Information Campaign	Did the chapter have an informational campaign? (0 Points) No (1 Point) Yes	1		The chapter distributed something or provided information. For example: emails, candy, pamphlets.
Transition Meeting	Did the chapter have an officer transition meeting? (0 Points) No (1 Point) Yes	1		Transition guide HERE .
Applications	Assign one point for each application submitted by a chapter member: (1 Point) NCPA Foundation Summer Internship (due Dec 31 st) (1 Point) NCPA APPE Rotation (due Nov 30 th) (1 Point) NCPA Student Leadership Council (due Dec 31 st) (1 Point) NCPA Foundation Scholarship (due Mar 15 th)	4		Summer Internship HERE . APPE Rotation HERE . SLC HERE . Scholarship HERE .

Category Total: 25

Promoting Independent Pharmacy

Scoring Category	Scoring Criteria	Max score	Blank for Chapter Planning	Notes and Links
*Chapter Highlight Form	Assign one point for each activity completed. (1 Point) New Member Event (1 Point) Community Service Event (1 Point) Special Trip/Pharmacy Visit (1 Point) Advocacy-Related Event (1 Point) Fundraiser (1 Point) Other	3		Chapter Highlight Form HERE . Max of 3 points, but this is an or more category.
*Special Trips/Site Visits	Assign points based on the number of special trips/site visits. (0 Points) No site visit/special event (2 Points) One site visit/special event (4 Points) Two site visits/special events or more	4		Examples of these events are pharmacy tours, multiple club members having dinner with independent owners.
*Chapter Speakers	Assign one point for each entity that spoke to the chapter. (1 Point) CPESN (1 Point) NCPA: Chapter Visit (1 Point) PCCA (1 Point) Pharmacy Owner (1 Point) State Pharmacy Association (1 Point) Dispensary of Hope	3		Speakers HERE . Max of 3 points, but this is an or more category.

Promoting Independent Pharmacy (continued)

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
*Annual Convention Attendance	Assign points based on the number of members who attended the NCPA Annual Convention in October. (0 Points) No members (1 Point) One member (2 Points) Two members (3 Points) Three or more members	3		Convention sign-up HERE .
Business Plan Competition	Assign points if your chapter participated in the Good Neighbor Pharmacy NCPA Pruitt-Schutte Student Business Plan Competition. (0 Points) No (4 Points) Yes	4		Business Plan Competition information HERE .
*Ownership Education	Assign points for each educational program that chapter members attended. (2 Points) POLA (Pharmacy Ownership and Leadership Academy) (2 Points) Business Plan Competition webinar (2 Points) NCPA Ownership Workshop (2 Points) First Financial Bank speaker (2 Points) Rx Ownership speaker (2 Points) NCPA webinar (not student-led) (2 Points) Pharmacists Mutual (2 Points) PCCA Boot Camp (2 Points) PCCA online course	6		POLA HERE . Business Plan Competition webinar HERE . NCPA Ownership Workshop HERE . First Financial Bank speaker, Pharmacists Mutual, and Rx Ownership speaker HERE . NCPA webinar HERE . PCCA HERE . Max of 6 points, but this is an or more category.

Promoting Independent Pharmacy (continued)

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
Nominations	Assign one point for each nomination submitted. (1 Point) NCPA Chapter Member Excellence Award (due Feb 28 th) And (1 Point) Faculty Liaison of the Year (due Apr 1 st) Or (1 Point) Preceptor of the Year (due Apr 1 st)	2		Nominations HERE .

Category Total: 25

Advocacy

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
NCPA Grass Roots Email	Assign points based on the number of grass roots email drives your chapter participated in. (0 Points) No Emails (2 Points) One Email Drive (4 Points) Two Email Drives	4		Advocacy toolkit HERE .
State Education	Assign points if you provided students with education on state-specific issues your state pharmacy association is working on. (0 Points) No (2 Points) Yes Goal: to instruct students about a state-specific problem so it increases the network of advocates. Examples to receive credit: email drive with links and several paragraphs, in-person meeting (make it fun [trivia/game]).	2		Examples that will receive no credit: social media post, handing out a flyer. Googling your state pharmacy association is a great place to start. If you have questions, please ask your chapter advisor or regional representative for assistance. Advocacy information HERE .

Advocacy (continued)

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
Federal Education	<p>Assign points if you provided students with education on a federal problem NCPA is working on. (0 Points) No (2 Points) Yes</p> <p>Goal: to teach students about a federal problem so it increases the network of advocates.</p> <p>Examples to receive credit: email drive with links and several paragraphs, in-person meeting (make it fun [trivia/game]).</p>	2		<p>Examples that will receive no credit: social media post, handing out a flyer.</p> <p>If you need assistance, please ask your regional representative.</p> <p>Advocacy information HERE.</p>
Public Education	<p>Assign points if you provided the public with education on a state or federal problem within healthcare. (0 Points) No (3 Points) Yes</p> <p>Examples to receive credit: hosting a campus table to educate non-pharmacy students about PBMs, presenting to undergraduate students on the importance of advocacy and policy engagement, or participating in a local fair to teach the community about PBMs.</p>	3		<p>Examples that will receive no credit: events geared toward pharmacy students and not the public.</p> <p>If you need assistance, please ask your regional representative.</p>

Advocacy (continued)

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
<p>Advocated for Students</p>	<p>Assign points if you advocate for students at the university, state, or federal level. (0 Points) No (3 Points) Yes</p> <p>Goal: to learn how to advocate for something relatable at a student level.</p> <p>Examples to receive credit: petitioned student body council for a change on campus, advocated to add business education as an elective, advocated for students to learn test-to-treat within the pharmacy program.</p>	<p>3</p>		<p>*Advocacy does not always mean you accomplish your goal.</p> <p>Examples that will receive no credit: one email with no follow-ups to your university or without trying to have an in-person meeting, flyers stating a problem.</p> <p>If you have questions, please ask your chapter advisor or regional representative for assistance.</p>
<p>State Advocacy</p>	<p>Assign points if you participated in a state advocacy event. (0 Points) No (3 Points) Yes</p> <p>Goal: to participate with your state pharmacy association in an advocacy event.</p> <p>Examples to receive credit: state legislative day, a state grassroots roots campaign.</p>	<p>3</p>		<p>Examples that will receive no credit: a state pharmacy association guest speaker.</p> <p>Googling your state pharmacy association is a great place to start.</p> <p>If you have questions, please ask your chapter advisor or regional representative for assistance.</p>

Advocacy (continued)

Scoring Category	Scoring Criteria	Max Score	Blank for Chapter Planning	Notes and Links
*NCPA Fly-in	Assign points if your members attended NCPA Fly-In. (0 Points) No members (1 Point) One member (2 Points) Two members (3 Points) Three or more members	3		Fly-In information HERE .

Category Total: 20